

CITY OF SEAL BEACH



Instructions for Completion of Public Hearing Application Packet

Available on-line at "www.ci.seal-beach.ca.us"

City of Seal Beach Planning Commission 2011 Tentative Meeting Schedule

Meetings are held the first and third Wednesday's of each month at 7:30 p.m. in the City Council Chambers at 211 Eighth Street, Seal Beach.

*** Deadline dates below are tentative based upon the number of agenda items scheduled for each meeting.**

Meeting Date	*Deadline for Completed Apps	Newspaper Notice
JAN 05	DEC 01	DEC 17
JAN 19	DEC 15	DEC 31
FEB 02	DEC 29	JAN 14
FEB 16	JAN 12	JAN 28
MAR 02	JAN 26	FEB 11
MAR 16	FEB 09	FEB 25
APR 06	MAR 02	MAR 18
APR 20	MAR 16	APR 01
MAY 04	MAR 30	APR 15
MAY 18	APR 13	APR 29
JUN 01	APR 27	MAY 13
JUN 15	MAY 11	MAY 27
JUL 06	JUN 01	JUN 17
JUL 20	JUN 15	JUL 01
AUG 03	JUN 29	JUL 15
AUG 17	JUL 13	JUL 29
SEP 07	AUG 03	AUG 19
SEP 21	AUG 17	SEP 02
OCT 05	AUG 31	SEP 16
OCT 19	SEP 14	SEP 30
NOV 02	SEP 28	OCT 14
NOV 16	OCT 12	OCT 28
DEC 07	NOV 02	NOV 18
DEC 21	NOV 16	DEC 02

*** Legal Holiday**

Applications for Conditional Use Permits, Variances, and GPA/Zone Changes require a Public Hearing before the City's Planning Commission. To allow Planning Department Staff sufficient time to process an application, it must be deemed complete by the Planning Department thirty-five (35) days prior to a meeting. The Planning Department may take up to a maximum of thirty (30) days to determine whether an application is complete. The City Municipal Code requires Planning Department staff to Notice a Public Hearing two (2) weeks prior to the Public Hearing; this is done in the Seal Beach Sun Newspaper.

HOW TO COMPLETE THE APPLICATION FOR A PUBLIC HEARING

To request Planning Commission consideration of a Conditional Use Permit, General Plan Amendment, Variance, Zone Change, or Zone Text Amendment, the attached application and all supporting documentation must be submitted to the Planning Department. Filing requirements must be met in full with no exceptions. Planning Department staff is available if you need assistance.

PLEASE NOTE: Incomplete application packets will not be accepted. All items indicated must be submitted at the same time. Incomplete applications will be returned to you for completion, which will result in delays in scheduling of the public hearing before the Planning Commission.

1. Application Form

Complete the application in detail. Include both your mailing address and your home or business address, and be certain to provide a telephone number or e-mail address at which you may be contacted, if necessary. Both the applicant and the property owner must sign the application.

2. Owner's Affidavit Form

The applicant must show the City proof that he/she is the property owner by providing a copy of the Grant Deed and a picture I.D., such as a driver's license.

If the applicant is not the legal property owner, the property owner must authorize the applicant to act as his/her agent by signing the **Property Owner's Affidavit**. The Property Owner's Affidavit must be signed in the presence of a Notary Public or a Planning Department Staff person. Proper identification will be required in both instances. If the property owner does not sign the Owner's Affidavit, the application is incomplete.

3. Legal Description

A legal description of the property is a required part of this application. Legal descriptions may be found on the property's Grant Deed.

A legal description that is described by metes and bounds must have a point of beginning which can be identified on the Orange County Assessor's map books or recorded tracts. Recorded lot, block, and tract numbers are acceptable. **Assessor's parcel numbers are not acceptable as a legal description.** Legal descriptions may be shown on any plans but must also be shown on the application form at item number 10.

A copy of any deed restrictions, covenants, and other property restrictions must accompany this legal description.

4. Notice to Adjacent Property Owners

The Code of the City of Seal Beach requires a Notice of Public Hearing be given to all owners of surrounding properties within **500 feet** of the boundaries of the subject property **and** all residential *and* commercial occupants within **500 feet** of the subject property's boundaries.

Names and addresses of surrounding property owners may be obtained from a title insurance company or from the Orange County Assessor's Office (714-834-2727). Whoever prepares the list must verify the list by signing it (usually done via a signed cover letter) or by signing the "Applicant Affidavit – Radius Map for Public Hearing" form found in the Application for Public Hearing packet.

Labels prepared for occupants should be addressed to "Occupant" or "Current Resident" and should include the address. Note that if there is a multiple unit building within the 500-foot radius, it will be necessary to send a label to each occupant in each unit. The applicant is responsible for arranging for provision of this information.

The applicant is to submit three (3) sets of labels with the surrounding property owner names and addresses and three (3) sets of labels with the surrounding residential occupants' names and addresses printed on **Avery 5160 mailing labels**. These labels may be obtained from any office supply store. The City will provide postage and envelopes.

5. Assessor's Parcel Maps

One (1) Orange County Assessor's parcel map of the property site must accompany the Public Hearing application. This map may be obtained from a title insurance company or from the Orange County Assessor's Office in Santa Ana.

The 500-foot radius line and the subject property must be indicated in color on these maps.

6. Plans

The proposed plot plan, floor plans, and elevations depicting the improvement(s) requested must be submitted with the application. All additions must be fully dimensioned. The applicant must furnish the City plans as follows:

- Seventeen (17) complete sets. **DO NOT BRING IN PLANS ROLLED AND BANDED WITH RUBBER BANDS. ALL PLANS MUST BE FOLDED AS FOLLOWS:**

- Twelve (12) sets measuring 18" x 24" minimum or 24" x 36" maximum and folded flat to measure as close to 9" x 12" as possible.
- Five (5) sets measuring 8½" x 11" or 11" x 17" and folded flat to measure 8½" x 11".
- Submitted plans must show the following:
 - A. A plot plan, showing all property lines and fully dimensioned street and alley locations, street names, walkways, patio areas, all existing and proposed structures and their dimensions.
 - B. All setbacks and building separations.
 - C. Automobile parking arrangement, including location and dimensions of driveways.
 - D. Interior floor plans, including existing and proposed layout, where applicable.
 - E. Building elevations, including exterior materials and colors.
 - F. Location and type of existing or proposed walls and/or fences, including height and material.
 - G. A title block in the lower right-hand corner containing the following:
 - (1) Scale of maps
 - (2) Name and address of applicant
 - (3) Address of the project
 - (4) Date of preparation
 - H. A chart indicating a complete project breakdown (building square footage, landscaping, lot coverage, etc.) and calculation of required number of parking spaces.

7. Water Quality Management Plan (WQMP)

The following projects are exempt and do not need to submit a separate WQMP to address on- and off-site water quality issues:

- Construction of a (one) single-family detached residence of 5,500 ft², or less, of interior space, including garage.

OR

- Improvements, for which a building permit is required, to a (one) single-family detached residence of 5,500 ft², or less, of interior space, including garage and additions, or addition of a second story with no increase in the footprint, or improvements that will add no more than 25% of existing footprint and will not exceed 1,000 square feet of additional interior space.

All other projects must complete a separate WQMP that includes appropriate Best Management Practices (BMP's) to address water quality.

8. Filing Fee

A deposit of **\$750** must be paid at the time the application is submitted. The applicant will be billed for any additional costs upon final Planning Commission consideration. Checks should be made payable to "City of Seal Beach."

8. Application Deadline

The Public Hearing application form and all supporting materials must be filed **no later than 5:00 p.m., thirty-five (35) days prior to the Planning Commission hearing dated requested**. If this time limitation is not met or if the application is incomplete, the application will be held over until the next scheduled Planning Commission meeting or until the application is completed.

The Planning Commission meets the first and third Wednesday of each month at 7:30 p.m. in City Council Chambers.

9. Appeals

A Planning Commission decision becomes final and effective in ten (10) calendar days, unless either the applicant or an interested party files a written appeal with the City Clerk's Office within that period.

Sections 28-2509 through 28-2513 of The Code of the City of Seal Beach requires a Notice of Hearing be mailed to surrounding property owners and persons residing within 500 feet of the subject property. Please see previous directions on this matter. The filing of an appeal will stay the effective date of the Planning Commission decision until the City Council has acted on the appeal.

The City Council will hold a Public Hearing on an appeal within forty (40) calendar days of the receipt of the written appeal. The City Council will announce its decision by formal resolution not more than forty (40) calendar days following the hearing. The effective date of the City Council order granting or denying an appeal is the date on which the City Council takes its final action. The action by the City Council shall be final and conclusive.

10. Appeal Filing Fee

At the time the appeal application is submitted, a deposit of **\$750** must be paid. Check should be made payable to the "City of Seal Beach."